

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Administrative Assistant	FLSA status:	Non-Exempt
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DEPARTMENT:	President's Office	REPORTS TO:	President
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Position summary: Under indirect supervision, this position performs complex secretarial work of an administrative nature and assists the College President in day-to-day operations.

Position responsibilities:

- Prepare monthly board agendas, materials related thereto, and see that all legal requirements are met.
- Attend monthly and called board meetings serving as the recording secretary.
- Responsible for the handling of all college board elections, serving as the early voting clerk.
- Assist the President in the preparation and compiling of information and documents for the Annual President's Report.
- Prepare all check requisitions, purchase order requests through DPS.
- Order supplies for the President's office.
- Assist in the research for projects and/or legal matters for the President.
- May receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.
- Prepare memorandums, letters, and correspondence for the President.
- Responsible for establishing and maintaining official documents and records in appropriate files for the President.
- Attend meetings, seminars, etc., as recording secretary and/or to furnish information.
- Make appointments, schedule meetings, and coordinate travel arrangements for the President.
- Answer incoming calls for the President's office.
- Manage personal calendar for the President.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.